



DIVISION OF EARLY LEARNING

Licensing and Compliance Unit

PHONE: (202) 727-1839 • FAX: (202) 741-5304

MAILING ADDRESS: 810 FIRST STREET, NE • 4th FLOOR • WASHINGTON DC 20002

CHILD DEVELOPMENT HOME LICENSING REQUIREMENTS CHECKLIST

1. **Attend the Child Development Home Licensing Orientation.** Licensing Orientation attendance is required to apply for a child development home license (see 29 DCMR 306.1). A copy of your Attendance Certificate must be submitted with your application. Attendance Certificates will only be given to those individuals who attend the entire orientation session. ☐
2. **Obtain a Home Occupation Permit** from the Department of Consumer and Regulatory Affairs (DCRA), Building and Land Regulation Administration, Zoning Division at 1100 4th Street SW, 2nd (see 29DCMR 304.1) for your home. **Your Home Occupation Permit must include the following information:** indicate home to be used as a child development home, the maximum number children to be cared for as six (6)*, hours of operation, and number of staff (if applicable) **Note:** If you apply for a 24-hour child development home license you must inform the Zoning Division when you apply for the Home Occupancy Permit.
***Currently Home Occupation Permits are being issued for a maximum of (6) children.** ☐
3. **To get started submit the following documents to the Office of the State Superintendent of Education, Office of Early Childhood Education, Compliance and Integrity Division, Child Care Licensing Unit (CCLU):**
 - A: Submit a Child Development Home Application**, and all applicable forms (see 29 DCMR 306.2, 306.3). Forms include: criminal background check and clearance for yourself, Clean Hands Act Certificate, a copy of your high school diploma, GED or higher education and the \$75 fee made payable to DC treasurer. ☐
 - B: Submit a copy of your Home Occupation Permit and Orientation Certificate.** ☐
 - C: Develop and submit your program and policy statement** to the CCLU for review and approval (see 29 DCMR, 306.3j, 324.9, 326, 329.1, 330.1). Talk with your Licensing Specialist about the additional requirements if you plan to do evening, nighttime and/or 24-hour child care or an Expanded Child Development Home (see 29 DMCR 358 and 360). ☐
 - D: Submit a sample 5-day menu** following the USDA Child and Adult Care Food Program Meal Pattern to the CCLU for review and approval (see 29 DMCR 372, 373, 374, 375, and the Title 25 DC Food Code) You must include additional meals and snacks for evening, nighttime, and/or a 24-hour child care. ☐
 - E: Develop an Emergency Contingency Plan** (Official form is available) to be used in the event you need to evacuate your home. The owner of your approved alternate location must sign the plan and it should be updated each year. ☐
4. The Child Care Licensing Specialist will call you within ten (10) business days of receiving the application from the Supervisor. The Licensing Specialist will then schedule an appointment to conduct the first initial onsite inspection; at which time, you will receive a written report of licensure requirements and deficiencies to be corrected. ☐
5. After your first inspection, the Licensing Specialist will make a referral to the DCRA, Fire Protection Branch, Building and Land Regulation Administration, (see 29 DCMR 305). A DCRA representative will call you to set up an appointment for the on-site fire prevention inspection/fire evacuation plan review. You are responsible for contacting DCRA to schedule any needed follow-up fire inspection, picking-up the fire ☐

evacuation plan when it is approved by DCRA, and submitting a copy to the Licensing Specialist.

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6. Submit your lead based paint approval to your licensing specialist. A Lead-Based Paint Certificate is required for licensure approval (see 29 DMCR 306.3k). ☐
7. Submit to the CCLU complete health certificates for yourself, your substitute provider and each person residing in the home (see 29 DCMR 352.2e) as well as, employee health information, appointment forms, and credentials for yourself and your substitute provider for review and approval. All credentials (including CDA certificates) must be verified. (see 29 DCMR 352.1, 357.2, 358.3, 358.4). You must submit a staffing pattern for evening, nighttime and/or 24-hour child care. ☐
8. Obtain and submit First Aid and CPR Certification information for yourself and your substitute provider to the CCLU. Staff certified in First Aid and CPR must be present with the children at all times. (See 29 DCMR 369.1, 369.6) Purchase sufficient first aid supplies for the number of children to be served and for off-site trips (see 29 DCMR 369.2, 369.3, 369.5) ☐
9. Purchase developmentally-appropriate toys, manipulatives, equipment, cots/cribs (see 29 DCMR 353,362, 363, 365). Facility must have adequate supplies for the number and ages of children enrolled. ☐
10. Provide individual storage space for children and set up program learning/activity areas for children (see 29 DCMR 354) In setting up your program, the home must be **CLEAN, ORGANIZED & IN GOOD REPAIR.** Check outside property areas, entryways, hallways, floors, carpets, walls, trash receptacles, windows, shelves, bathrooms and other applicable areas. ☐
11. Obtain copies of applicable, approved forms for children and maintain in individual files including but not limited to; Registration Record, Authorization for Emergency Medical Treatment, up-to-date immunizations and a Child Universal Health Certification (see 29 DCMR 324, 325). ☐
12. Obtain copies of applicable, approved forms for yourself and any staff you may have and maintain in individual files including but not limited to the Adult Health Record; FBI Criminal Background check; MPD Criminal record clearance; Child Protection Registry check; and credentials or college transcripts if required, (see 29 DCMR 327, 328). ☐
13. Correct all deficiencies that were given in writing during inspections. ☐
14. An appointment to conduct a follow-up inspection within 60 days will be set up to ensure that all licensure requirements are met. ☐
15. Proof of liability insurance (see 29 DCMR 306.3 I) must be submitted prior to licensure. ☐

When all licensure requirements are met, a child development home license will be issued upon payment of the \$75.00 licensure fee. The hours of operation, ages and the number of infants and/or children you can care for will be included on the child development home license. Your child development home license must be renewed every year. You must have a child development home license before you can care for unrelated children. The fine for unlicensed child care activity is \$2000.00.